

# TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies-Chairperson

Jennifer Findlay

Town Administrator

Richard LaFond

## PERSONNEL ADVISORY BOARD

### MEETING MINUTES

Friday, September 30, 2022

**PRESENT:** Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Courtney Tyrell, Richard La Fond

**ABSENT:** Jennifer Findlay, Joshua Sterczala

**GUEST SPEAKER:** Mary Aicardi, Collins Center

Elaine Davies, Chairman called the meeting to order at 8:31 AM.

**APPROVAL OF MEETING MINUTES:** The Draft PAB Minutes for the meeting of September 2, 2022 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

#### **CLASSIFICATION AND COMPENSATION STUDY**

Mary Aicardi from the Collins Center met with the committee to review the draft version of the Classification and Compensation Study.

She began by discussing the development of the job descriptions for all positions. Rick and Courtney are confident of the accuracy of the job descriptions and mentioned that some might need additional negotiations with the unions.

Based on those job descriptions each position was assigned a point factor in a series of categories. The categories included items such as Supervision, Complexity, Licenses, Experience, and more.

Utilizing the point values, each position was then placed in a Classification Structure with grade levels. It was the Collins Center recommendation that some positions be moved to different grade levels.

The final step of the study was to develop pay ranges for the grade classifications. Market salary data from 22 municipalities was compiled to develop a market range with a minimum and maximum salary. Discussion then followed as to how Webster salaries compare to those in the market.

**Conclusions:** The Committee was very appreciative of the time Mary took to review the Study. Changes will be made to the report and a final version prepared. Once the final report is submitted, budget and personnel analyses will be conducted and decisions made. As the Town prepares for succession planning, the study will be very helpful. Mary is confident that implementation of the Classification and Compensation Study will be successful.

**STAFFING:** Current open positions

Library position

Highway

Conservation Clerk (part time)

**PERSONNEL EVALUATIONS:** Self assessments from the department heads have begun and are the first step in the Performance Evaluation. Elaine requested that Rick explain to the Committee in an upcoming meeting the changes that are being made in the Performance Evaluation System. The Personnel Policy will have to be amended to reflect them.

**ANN MORGAN** was praised for her dedication and hard work.

**ANNUAL PRESENTATION TO BOS:** November 14, 2022

**OTHER ISSUES:** Sarah requested that as the Town negotiates with the Collins Center for the Personnel Review (Audit) that a clause be included about timely delivery of completed work. Rick agreed it would be easy to do.

**NEXT MEETING:** The next meeting will be November 4, 2022 at 8:30 AM via Vonage and the meeting code is 684133241.

The meeting was adjourned at 10:00 AM.